

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By

Office of MN.IT Services @ the Department of Public Safety

Project Title: Predatory Offender Registration (POR) Replacement Analysis

Category: Analyst

Business Need

This project is being undertaken to redesign and develop a new predatory offender registration (POR) system. This would replace the legacy system required by Minnesota Statutes, section 299C.093. The current POR system holds more than 31,000 records. Over 17,500 of those records are for individuals with at least one Minnesota address. Approximately 77,480 offender updates are processed each year and the POR system is the gateway to the National Sex Offender Registry (NSOR) at the Federal Bureau of Investigation (FBI). Minnesota is obligated under federal law to report certain offenders to NSOR. The computer framework on which this system operates is out of date, and some critical functionality was lost when unrelated computer code changes had unintended consequences. A new system is needed to provide more reliability, timely and accurate data, to make the POR system more easily integrated with other systems, and to respond to changing legal and business requirements.

This computer system replacement supports the work probation agents and law enforcement officers do to supervise predatory offenders. The upgrade will also support investigations into new crimes, and more accurate data means individuals are more quickly associated with a new offense or more quickly exonerated. The new system will ensure that only those required to register are entered into the database and that the information required to be submitted by those individuals is accurate and up to date, which enhances public safety and ensures civil liberties.

The BCA requires professional services to gather information regarding the scope of effort related to the replacement. This may include as-is and to-be analysis, reviews of current documentation, interviews with the product manager, and business partners within the POR Unit at the BCA. The contracted analyst will be expected to deliver a comprehensive business case for the effort to move forward as a project and may also be engaged to perform analysis within a POR replacement project.

This engagement requires a complete and comprehensive business case that includes the following:

- Clearly stated goals, objectives, business needs, and scope parameters;
- Strategic alignment assessment and recommended scores;
- Constraints, risks, dependencies, and known issues;
- Estimates of effort for all disciplines needed to perform work on the system replacement;
- Anticipated timeline for the replacement project, based on the estimates gathered.

At the option of the state , this engagement may be extended to include business systems analysis required for POR replacement project.

Project Milestones and Schedule

- Anticipated Contract Start Date: June 1, 2017
- Key deliverable dates: Completed business case by July 15, 2017
- Anticipated End Date: June 30, 2018.
- The State will retain the option to extend the work orders in increments determined by the State.

Project Environment

The analysis needed to complete the business case and at the option of the state an addition business systems analysis required for a POR replacement project will involve discussions and coordination with the POR Unit and the Product Manager who represent the business perspective. The analysis may also include discussions with MN.IT and BCA staff, as well as contractors who have been actively engaged in supporting the current POR system. The ideal candidate will have the following characteristics:

- Strong situational analysis and decision making abilities;
- Ability to illicit and articulate the business need in a timely manner;
- Ability to work under strict time lines and on a high pressure project;
- Exceptional communication skills and the ability to communicate appropriately at all levels of the organization; this includes written and verbal communications as well as visualizations.

Project Requirements

The following requirements apply to this project:

- All agency policies and procedures apply to both employees and contracted staff;
- BCA standards and templates must be used on the project.;
- The individual selected will be expected to prepare all user stories and other documentation in accordance with BCA standards;
- All documentation and communication with the project team and stakeholders is expected to be clear and concise;
- Enterprise and BCA technology standards must be followed;
- The project is managed using agile methodology.

Responsibilities Expected of the Selected Vendor

The BCA operates in a secure environment. The successful candidate will be required to pass a background investigation as part of a condition of the contract. The individual will be expected to work 40-hour work weeks except for State holidays. (Approved exceptions will be factored in the payment approval process).The services

are anticipated to be needed from May 2017 through June 2018; however, project needs could require that the contract be extended.

The contractor is responsible for the costs of the background investigation performed by BCA. The cost of each candidate's investigation is \$32.00 for the background check and an additional \$10 if fingerprints are taken at the State.

Responders awarded work under this solicitation may be precluded from responding to future solicitations for ongoing work or additional phases.

Mandatory Qualifications

To be initially scored as pass/fail. Thereafter, proposals, where the resource meets the Mandatory Qualifications, will be scored in part on the extent to which the resource exceeds these mandatory minimums. See RFO Evaluation Process, below.

1. Vendor must propose an hourly rate at or below vendor's Maximum Hourly rate for the category.
2. Five total years of business analysis experience that must include each of the following:
 - a. Eliciting, analyzing, and documenting business rules, business requirements, functional requirements, and non-functional requirements, such as usability, reliability, and performance
 - b. Writing Business Cases
 - c. Business process modeling
 - d. Requirements management and traceability
3. Three years of experience in facilitation for the purpose of gathering requirements from a diverse group of stakeholders.
4. Two years of business analysis experience in software development in the creation or replacement of critical systems that require 24x7 availability.

Desired Skills

1. Business analysis experience working with Agile development teams
2. Experience working with criminal justice systems

Process Schedule

Process Milestone	Due Date
Deadline for Questions	05/05/2017, 2:00PM
Anticipated Responses to Questions Posted	05/09/2017
Proposals Due	05/15/2017, 2:00PM
Anticipated proposal evaluation complete	05/26/2017
Anticipated work order start	06/01/2017

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Deb Johnson
Organization: MNIT
Email Address: mnitcontracts@state.mn.us

Email subject line should read: Vendor Name, RFO# BCA POR Analyst Questions

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services [website](#) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

Criteria	%
Extent to which the resource exceeds the Mandatory Qualifications	40%
Candidate Experience and Qualifications – Desired Skills	30%
Cost	30%

The State reserves the right to interview any or all proposed resources. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a resource from consideration if the resource is unavailable for interview as requested by the State.

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

- Master Contractor Name
- Master Contractor Address
- Contact Name for Master Contractor
- Contact Name's direct phone/cell phone (if applicable)
- Contact Name's email address
- Consultant's Name being submitted

2. Overall Experience:

1. Resume identifying the Mandatory Qualifications – to be clearly noted in the response matrix - i.e. minimum pass/fail requirements, including companies and contacts where the resource has demonstrated the mandatory qualification as previously noted. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below.
2. Resume identifying any Desired Qualifications.
3. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	Resource Name:
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification; or identify how the resource meets the requirement (Yes/No is not sufficient)
1. Five total years total of business analysis experience that includes the following: (Resource must have experience in all areas listed below and cells 1A-1D <u>must</u> add up to 5 years to meet this requirement)	
1A. Eliciting, analyzing, and documenting business rules, business requirements, functional requirements, and non-functional requirements, such as usability, reliability, and performance	
1B. Writing Business Cases	

RESPONSE MATRIX	Resource Name:
1C. Business process modeling	
1D. Requirements management and traceability	
2. Three years of experience in facilitation for the purpose of gathering requirements from a diverse group of stakeholders	
3. Two years of business analysis experience in software development in the creation or replacement of critical systems that require 24x7 availability.	
If resource being submitted is working under a subcontract agreement, responder must identify each subcontractor.	
DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill (Yes/No is not sufficient)
Business analysis experience working with Agile development teams	
Experience working with criminal justice systems	

3. Cost Proposal

Include a **SEPARATE DOCUMENT** labeled "Cost Proposal" which includes the name of the resource being submitted and their corresponding proposed hourly rate.

4. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. [Affirmative Action Certificate of Compliance](#) (required if vendor proposal exceeds \$100,000, including extension options)
3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
4. [Affidavit of non-collusion](#)
5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- Vendor is limited to submission of one (1) resume/candidate in response to the Request for Offers
- Response Information: The resume and required forms must be transmitted via e-mail to:
 - Deb Johnson, mnitcontracts@state.mn.us
 - Email subject line should read: "VENDOR NAME – RFO0227 BCA POR Analysis - CONSULTANT NAME – DAJ"
 - Also include <Vendor Name> and <Resource Name> on the technical and cost attachment
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State's email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy MNIT.SITE@state.mn.us on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.

General Requirements**Proposal Contents**

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies

the Contractor may have for the State's failure to fulfill its obligation under this contract.

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed

negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Office of State Procurement ("OSP") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of

their proposal. Eligible TG businesses must be currently certified by the Office of State Procurement prior to the solicitation opening date and time. For information regarding certification, contact the Office of State Procurement Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.